

FEMA Telework Program Table of Contents

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APPENDICES

- A** - FEMA Form 14-10, Employee Self-Certification Safety and Health Checklist
- B** - FEMA Form 14-9, Telework Application Form
- C** - FEMA Form 14-11, Telework Agreement
- D** - FEMA Form 14-12, Self-Certification Time and Attendance Report
- E** - FEMA Form 14-11A, Telework Agreement Continuation Form

Message to All Employees

I am very pleased to announce that the Federal Emergency Management Agency now has a Telework program that encourages and supports the expansion of flexible family-friendly workplace arrangements.

This guidance provides a comprehensive overview of the program and how it will work. This guidance supersedes FEMA's Pay for Work at Home Program dated, September 10, 1992, as well as, Interim FEMA Manual 3000.3, Program Guidance for Flexible Workplace Environment, dated March 23, 1999.

Please spend a few minutes reviewing the guidance and discussing it within your work units. I know that with our busy schedules and unpredictability of work, regular Telework may not be a viable option for many employees. However, where and when practicable, take advantage of the options this program provides.

While the regular Telework program is still being tested as a pilot, both medical and episodic Telework are now available for employees whose medical condition or work situation may warrant using this program.

Our success is measured by our ability to accomplish our mission through our excellent, but small, workforce. Much is asked of FEMA employees and they always give 100% to accomplishing the mission. I am proud that we can now offer another workplace arrangement that will help increase job satisfaction and make FEMA an even better organization.

/s/

James L. Witt
Director
Federal Emergency Management Agency

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